

Appendix H: Sample Workplace and Harassment Prevention Violence Policy

[Dental Practice Name] recognizes the potential for violence and harassment in the workplace.

[Dental Practice Name] will not tolerate any type of violence or harassment within the workplace or during work-related activities. This might include being hit, scratched, bitten, threatened, yelled at, etc., by a patient, family member or colleague while working. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. **[Dental Practice Name]** will take every reasonable precaution to protect an employee from physical injury while working, if we become aware, or believe, that domestic violence is a risk.

[Dental Practice Name] has developed a workplace violence and harassment prevention program that implements this policy. It includes measure and procedures to protect workers, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. **[Dental Practice Name]** will ensure that the program is implemented and maintained and that all employees have the appropriate information and instruction to protect them from workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence and harassment. All employees are responsible for reporting acts of violence and harassment that threaten or perceive to threaten a safe work environment. The dentist/office supervisor will investigate all incidents of violence and harassment in a timely manner. Everyone is expected to work together towards prevention of workplace violence and harassment.

Definitions

- **Workplace Violence:**
 - the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
 - an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
 - a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- **Workplace Harassment:**
 - a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
 - b) workplace sexual harassment

• **Workplace Sexual Harassment:**

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Records [this section contains a recommendation]

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually, or as necessary.

Dated at _____ on _____, 20__

Signed _____
(Dental Practice Owner to sign)